


HOW TO: Respond to an LPA Corrective Action Request (CAR)

Step 1 Log in to your LPA account to complete the process online: lpa.nlis.com.au

Step 2 If you have an open CAR, you will be prompted to respond when you log in.




A Corrective Action Request was raised in an audit

Action is required to ensure your LPA accreditation remains active and you continue to access LPA NVD's.

Respond to CAR

Step 3 All open CARs will be identified for your action, click on 'view' to see CAR details.

Raised	Section	Type	Status	Completed	View
3/12/2020	6 Biosecurity (6.1)	Major	Open *		

Step 4 Review the description, recommended action and note the due date of your CAR.

Section: 6

Item: 6.1

Major

Open

Biosecurity

Each Property Identification Code (PIC) must have a Farm Biosecurity Plan that covers each of the following as a minimum: (a) Manage and record the introduction and movement of livestock in a way that minimises the risk of introducing or spreading infectious disease; (b) Where reasonable and practical, control people, equipment and vehicles entering the property to minimise the potential for property contamination and, if possible, keep a record of such movements onto the property; and (c) Prevent and control animal diseases on farm by regularly monitoring and managing livestock health.

Description: No documented biosecurity plan in place

Recommended Action: Create a fully completed biosecurity plan for the PIC. This can be done electronically within your LPA account Record Keeping.

Action Taken:

Raised: 3/12/2020

Due: 3/01/2021

Completed:

Step 5 Add clear and complete records as evidence of actions taken to address the CAR.

Use the Help button to access instructions on HOW TO: Create or upload documents in your LPA account.

RECORDS

Biosecurity Plan

+ Add Record

Step 6 Include any comments you would like to submit in conjunction with the review.

COMMENTS

[Submit Comments](#)

Step 7 All records or comments will be listed in the History section – both those you add and responses from ISC. Once submitted records and comments cannot be edited - additional records/comments can be added.

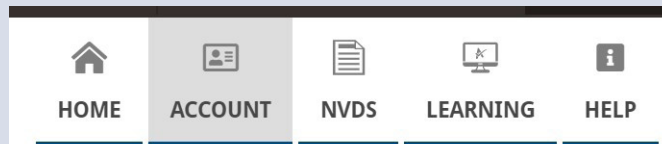
HISTORY

Date	User	Type	Comments
2/12/2020		Record	Biosecurity Plan

Step 8 Once the CAR has been actioned, click 'Return to Audit Summary' and repeat the process for all CARs. This must be completed within the required timeframe.

[< Return To Audit Summary](#)

Step 9 CARs will remain open until reviewed by ISC or AUSMEAT (LPA Audit Service Provider). You will receive a notification when a CAR is closed.
All CARS (open and closed) can be accessed within the Account tab.



Alternate CAR Closure options If you are unable to access your LPA account, you can send your documentation via:
email lpa.audits@ausmeat.com.au OR
mail to LPA Audit Admin, PO BOX 3403, Tingalpa DC, QLD 4173.
For additional assistance call AUSMEAT on 07 3361 9222.

PLEASE NOTE: Failure to provide supporting documentation within the agreed timeframe may result in withdrawal of your LPA accreditation and access to NVDS.